



National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

August 2020

# Retirement Processing System (RETM)



PUBLICATION CATEGORY  
Retirement Processing

PROCEDURE MANUAL  
Retirement Processing System (RETM)





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## System Overview

The Retirement Processing System (RETM) external procedure provides instructions for Agency personnel offices to track the processing of separated employees' Individual Retirement Records (IRR), including those involving applications for retirement benefits in the event of an employee's (1) retirement, (2) death, or (3) separation with a request for a refund of retirement contributions. RETM is an online data processing system of the United States Department of Agriculture (USDA).

RETM provides personnel offices with the capability of adding, modifying, reporting, and querying an RETM tracking record and printing a paper version of the IRR, Standard Form (SF) 2806 (Civil Service Retirement System (CSRS))/SF 3100 (Federal Employees Retirement System (FERS)).

---

Note: The IRR can be generated for employees at any time during employment.

---

For annuity-related separations, Agency personnel offices accept employees' applications. These applications along with other related documents (i.e., health and life insurance) are reviewed by the Agency personnel offices. (See the Processing Retirement Documents procedure manual located under the Retirement Processing publication category on the Publications page of the National Finance Center (NFC) Web site.) The Agency personnel offices then enter pertinent data into RETM to track the employee's applications before sending retirement package to the NFC. Additional data needed to track the processing of the application is entered into RETM by NFC personnel and systemically upon release of the case to the Office of Personnel Management (OPM).

In addition to forwarding application packages, it is essential that personnel offices enter the separation action (Nature of Action Code (NOAC)) and a Time and Attendance (T&A) report flagged final, prior to the payroll cycle in which an employee separates. Without these actions, the IRR will not generate systemically, causing processing delays.

Once all Agency actions are complete, NFC personnel will review the IRRs, applications, and related documents to ensure that the application packages are complete. The applications are then submitted, along with the official SF 2806/SF 3100, to OPM within 30 days of the employee's separation date.





## System Access

To access this system, you must (1) have authorized security clearance and (2) use a computer that is connected to the mainframe computer located at NFC. Agencies must request access to this system through their Agency's NFC security officer. This section also provides sign-on/signoff instructions.

This section includes the following topics:

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Sign On .....	5
Sign Off .....	7
Changing Your Password .....	9

## Remote Terminal Usage and Security

For specific information about security for systems access, individual user identification (ID) and password, use of master control and directional keys, contact your Agency Security Officer. For information about connecting to and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

## Sign On

To access this system, you must:

1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.

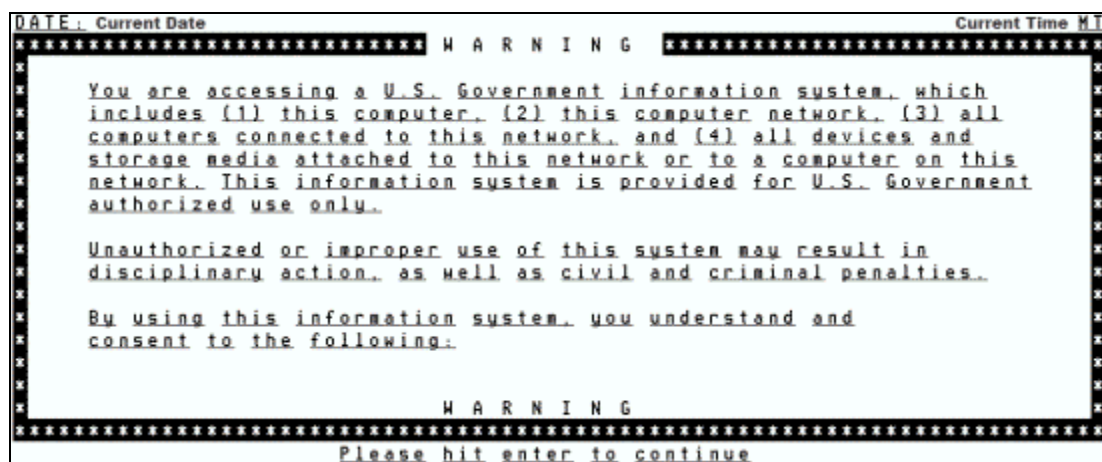


Figure 1: NFC Mainframe Warning Screen



2. Press **Enter** to display the NFC banner screen.



Figure 2: NFC Banner Screen

3. Complete the fields as described below.

*Enter User ID* (see "*Enter User ID Field Instruction*" on page 25)

*Password* (see "*Password Field Instruction*" on page 26)

*New Password?* (see "*New Password? Field Instruction*" on page 26)

*Enter Application Name* (see "*Enter Application Name Field Instruction*" on page 25)

4. At the CL/SUPERSESSION Main Menu screen:

- Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.
- **Tab** until the cursor is located on the line next to the Session ID.
- Press **Enter**.

**OR**

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.
- Type **s**.
- Press the **space bar** once.
- Type the Session ID acronym.
- Press **Enter**. See screen below for an example. The applicable system is displayed.





```

----- Actions Options Commands Features Help -----
KLSVSEL1          CL/SUPERSESSION Main Menu          More:  +

Select sessions with the ENTER key or use a "/"
to display an action code.

  Session ID      Description                                Type      Status
  -----
- IDMS05          IDMS05                                    Multi
- PINQ05          IDMS05                                    Multi
- ABCDINQ         IDMS03                                    Multi
- ABCD            IDMS03                                    Multi
- $DB2            TSDB $DB2          TSDB    PRQC($DB2    Multi
- $ORACLE         TSOA                                     Multi
- $ORACLEA        TSOA                                     Multi
- $SPFA           TSOA $SPFA          TSOA    PRQC($SPF    Multi
- $SPFAV2         TSOA $SPFAV2        TSOA    PRQC($SPF    Multi
- $SPFB           TSDB $SPFB          TSDB    PRQC($SPF    Multi
- $SPFBV2         TSDB $SPFBV2        TSDB    PRQC($SPF    Multi
- $SPFC           TSOC $SPFC          TSOC    PRQC($SPF    Multi

TSS7030I Password Changed
Command ==>
                                           SYSB/T30N6447
Enter F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action

```

Figure 3: CL/SUPERSESSION Main Menu Screen

```

----- Actions Options Commands Features Help -----
KLSVSEL1                                CL/SUPERSESSION Main Menu                                More:  +

Select sessions with the ENTER key or use a "/"
to display an action code.

  Session ID  Description                                     Type      Status
-----
- IDMS05      IDMS05                                         Multi
- PINQ05      IDMS05                                         Multi
- ABCDINQ     IDMS03                                         Multi
- ABCD        IDMS03                                         Multi
- $DB2        TSDB $DB2      TSDB      PRDC($DB2    Multi
- $ORACLE     TSDA                                         Multi
- $ORACLEA    TSDA                                         Multi
- $SPFA       TSDA $SPFA      TSDA      PRDC($SPF    Multi
- $SPFAV2     TSDA $SPFAV2    TSDA      PRDC($SPF    Multi
- $SPFB       TSDB $SPFB      TSDB      PRDC($SPF    Multi
- $SPFBV2     TSDB $SPFBV2    TSDB      PRDC($SPF    Multi
- $SPFC       TSOC $SPFC      TSOC      PRDC($SPF    Multi

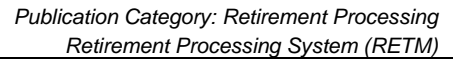
Command ==> s TMGT
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
                                           SYSB/T30N6447

```

Figure 4: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)

## Sign Off

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSION Main Menu screen.



**Figure 5: CL/SUPERSESSION Main Menu Screen**

- OR**

8



## Changing Your Password

### To Change Your Password:

1. Type "Y" next to the New Password? prompt on the NFC banner screen.

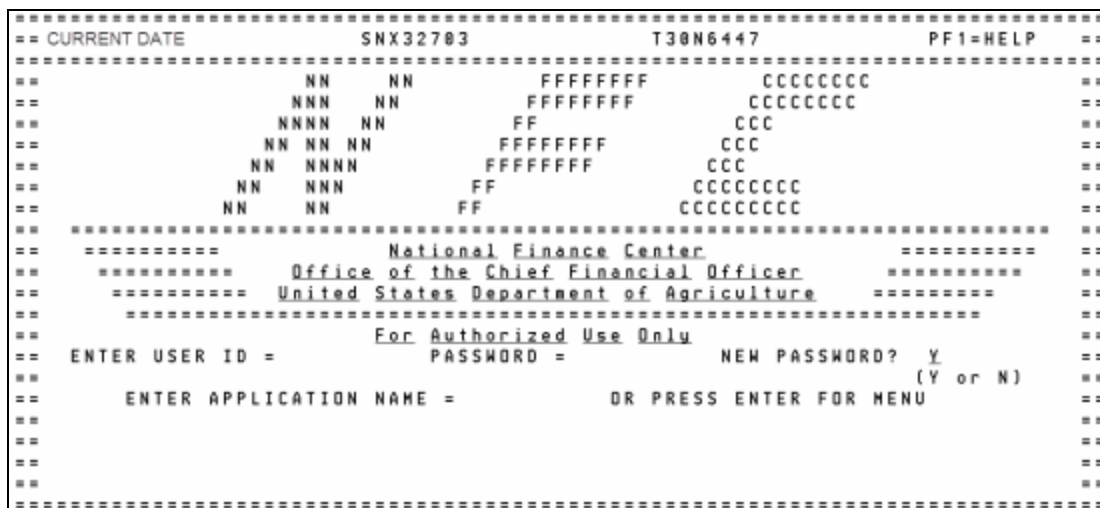


Figure 6: NFC Banner Screen (with New Password? prompt set to Y)

2. Press the **Enter** key. The Change Password screen appears.

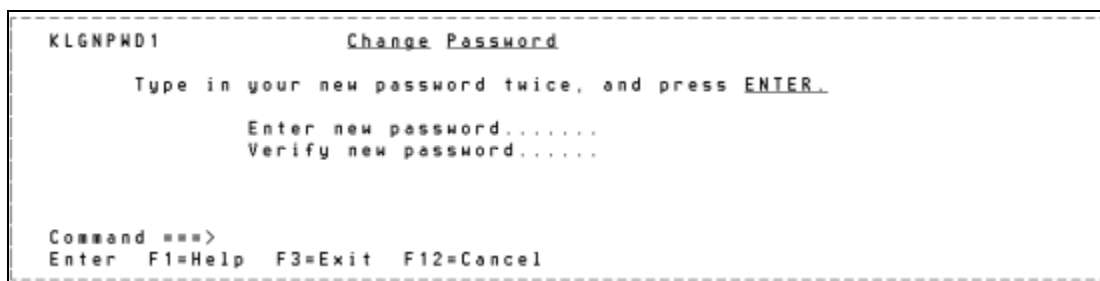


Figure 7: Change Password Screen

3. Enter the new password.
4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.



---

Note: Your password can only be changed once per day. Before your password expires, you will be prompted to enter a new password.

---



**Figure 8: Password Changed Verification Screen**



## Operating Features

This section describes the system's design and operating features.

This section includes the following topics:

<b>System Design</b> .....	11
<b>Function Keys</b> .....	11
<b>System Edits</b> .....	11

### System Design

RETM consists of one menu and four options (actions) for maintaining and retrieving data. The key field in each data record is the SSNO (Social Security number) field. This field is used to access data for a specific record after the record is entered in the database.

### Function Keys

The **Function (F)** keys are used to access RETM options. How these keys are identified depends on the equipment being used. Other function keys include **Enter**, **Clear**, and **Tab**. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide. The functions of applicable F keys are displayed at the bottom of each screen.

### System Edits

RETM performs edit and/or validity checks on the entered data, as applicable. If the data does not pass system edits, errors are highlighted, and an error message appears at the bottom of the screen. All errors must be corrected before the record can be updated.





## Agency Tracking Menu

RETM's main menu provides four action options. The following is a brief description of each option:

- **UPDATE** (Add/Mod) (Option **U**) - Add or modify a tracking record in RETM.
- **INQUIRY** (Option **I**) - Query (view) an existing tracking record in RETM.
- **PRINT RETM CARD** (Option **P**) - Print the paper version of the Individual Retirement Record, SF 2806/SF 3100.
- **REPORTS** (Option **R**) - Generate a report.

```
RM00011M      USDA - OCFO - NATIONAL FINANCE CENTER
                RETIREMENT PROCESSING SYSTEM -- RETM
                AGENCY TRACKING MENU

                ACTION CODES

                UPDATE (ADD/MOD) = U
                INQUIRY           = I
                PRINT RETM CARD  = P
                REPORTS          = R

                PLEASE ENTER:

                ACTION CODE:
                SSNO:

CLEAR=EXIT  ENTER=NEXT SCREEN
```

Figure 9: Agency Tracking Menu

This section includes the following topics:

Update (Add/Modify).....	14
Inquiry.....	15
Print RETM Card .....	17



Reports .....19

## Update (Add/Modify)

Update (**Add/Modify**) is the first option on the **Agency Tracking Menu**. This option is used to add a new tracking record or modify an existing record.

### To Add a Tracking Record:

1. Type **U** at the Action Code prompt on the Agency Tracking Menu.
2. Type the employee's Social Security number at the SSNO prompt.
3. Press the **Enter** key. The Personnel Office - Application Tracking screen is displayed.

```
RM06010M          U S D A - O F M - NATIONAL FINANCE CENTER
                   RETIREMENT TRACKING SYSTEM - ADD / MODIFY
                   PERSONNEL OFFICE - APPLICATION TRACKING

SSNO  _____
NAME:  LAST _____ FIRST _____ MIDDLE _____
AGENCY/POI _____ SEPARATION DATE _____ NATURE OF ACTION _____
DATE APPLICATION RECEIVED PERSONNEL _____
DATE APPLICATION SENT TO NFC _____

SELECT TYPE APPLICATION _____ RETIREMENT COVERAGE CODE _____
01 = AGE                                12 = PHASED RET
02 = OPTIONAL                           13 = FULL RET VOL
03 = EARLY OPTIONAL                     14 = FULL RET ILIS
04 = DISCONTINUED SERVICE
05 = SEPARATION (NFC USE ONLY)
06 = PRELIM DISABILITY
07 = FINAL
08 = DEATH
09 = SUPPLEMENTAL (NFC USE ONLY)
10 = SEPARATION (REFUND)
11 = ATTACHMENT (NFC USE ONLY)

MODIFY ALLOWED ON "DATE APP RCVD PER" & "DATE APP SENT TO NFC" AFTER INIT INPUT
CLEAR=EXIT PF1=MENU PF2=REFRESH PF3=ADD PF4=MODIFY PF7=PREV REC PF8=NEXT REC
```

Figure 10: Personnel Office - Application Tracking Screen

4. Complete the fields as follows:

**SSNO** (see "**SSNO Field Instruction**" on page 27)

**Name** (see "**Name Field Description**" on page 25)

**Agency/POI** (see "**Agency/POI Field Description**" on page 24)

**Separation Date** (see "**Separation Date Field Description**" on page 27)

**Nature of Action** (see "**Nature of Action Field Description**" on page 25)





***Date Application Received Personnel*** (see "***Date Application Received Personnel Field Instruction***" on page 24)

***Date Application Sent To NFC*** (see "***Date Application Sent To NFC Field Instruction***" on page 24)

***Select Type Application*** (see "***Select Type Application Field Instruction***" on page 27)

***Retirement Coverage Code*** (see "***Retirement Coverage Code Field Description***" on page 26)

5. Press the **PF3** key to add the record to RETM. The message *Retirement Tracking Record Stored* is displayed at the bottom of the screen.

To add another record, press **PF2**; otherwise, press the applicable key as displayed at the bottom of the screen.

#### **To Modify a Tracking Record:**

1. Press **PF3** at the Agency Tracking Menu screen.
2. Type **U** at the Action Code prompt.
3. **Enter** the employee's SSN at the SSNO prompt.
4. Press **Enter**. The Personnel Office-Application Tracking screen is displayed showing the latest data for the selected employee.

---

Note: The only fields that may be modified are: Date Application Received Personnel and Date Application Sent to NFC.

---

5. Type the new data over the data on the screen in accordance with the entry instructions provided for Adding a Tracking Record.
6. Press **PF4**. The message *Retirement Tracking Record Modified* is displayed.

---

Note: To modify another record, press **PF2**. The screen is cleared for the entry of another SSN.

---

7. After completing all modifications, press the applicable key as displayed.

## **Inquiry**

Inquiry is the second option on the Agency Tracking Menu. This option is used to query (view) tracking records on file for an employee.



### To Inquire on a Tracking Record for an Employee:

1. Type **I** at the Action Code prompt of the Agency Tracking Menu.
2. Type the employee's SSN at the SSNO prompt.
3. Press the **Enter** button. The Application Tracking-Inquiry screen is displayed showing the latest data for the selected SSN.

RM07010M	U S D A - O F M - NATIONAL FINANCE CENTER				Current Date	
RETIREMENT TRACKING SYSTEM -- RETM						
APPLICATION TRACKING - INQUIRY						
SSNO						
NAME: LAST		FIRST		MIDDLE		
AGENCY/POI	0000	EMPLOYEE SEPARATION DATE	00 00 00	NATURE OF ACTION		
SEPARATION PAY PERIOD AND YEAR		00 / 0000	TYPE CASE	00		
CURRENT YEAR DEDUCTIONS		.00	CUMULATIVE DEDUCTIONS		.00	
DATE APPLICATION RECEIVED IN PERSONNEL			00 00 00			
DATE APPLICATION SENT TO NFC			00 00 00			
DATE APPLICATION RECEIVED AT NFC			00 00 00			
DATE PERSONNEL ACTION APPLIED			00 00 00			
DATE APPLICATION/RETIREMENT RECORD SENT TO OPM			00 00 00		REGISTER NO.	
NUMBER OF PROCESSING DAYS			000			
TRACKING RECORD DOES NOT EXIST FOR THIS SSNO						
CLEAR=EXIT PF1=MENU ENTER=NEW RECORD PF4=FORMS PF7=PREV REC PF8=NEXT REC						

Figure 11: Application Tracking - Inquiry Screen

Note: This screen includes data that was entered not only by Agency personnel offices but also by NFC personnel and by a systemic update.

NFC enters additional data into RETM to assist Agencies in tracking an employee's application. The date the employee's application was received by NFC is entered by NFC personnel. Data updated systemically by NFC on the first inquiry screen includes (1) the employee's current yearly and cumulative deductions while payrolled by NFC, (2) the date the personnel action was applied to the Payroll/Personnel database, (3) the date the application was sent to OPM, (4) the register number, and (5) the number of days it took to process the action.

- To view additional records for the same employee, press **PF8**.
- To view a record for another employee, type the next SSN over the existing number, on the first inquiry screen, and press **Enter**. The data for the selected SSN is displayed.



- To view additional records, repeat this process; otherwise, press the applicable key as displayed at the bottom of the screen.

## Print RETM Card

Print RETM Card is the third option on the Agency Tracking Menu. This option is used to print a paper version of the Individual Retirement Record, SF 2806/SF 3100. The Individual Retirement Record can be generated for employees at any time during their employment. A sample of an SF 3100 is provided as **Exhibit 1** (see "**Sample of Individual Retirement Record SF 3100 (Paper Version) (Exhibit 1)**" on page 30) to this procedure. NFC generates the official Individual Retirement Record (a hardcopy printed on card stock) that is sent to OPM.

The SF 2806/SF 3100 depicts information regarding retirement contributions. Therefore, time worked by employees under an appointment not contributing to retirement would not be shown on the SF 2806/SF 3100. Also, for Departments converting to NFC's Payroll/Personnel System, deductions depicted on the SF 2806/SF 3100 begin at the time of conversion.

USDA Agencies that converted to NFC's Payroll/Personnel System have the remarks, **Brought Forward**, displayed under Fiscal Record on the paper version SF 2806/SF 3100. **Brought Forward** indicates the employee's previous retirement contributions before conversion.

### To Print the RETM Card:

1. Type **P** at the Action Code prompt.
2. Press **Enter**. The Print Screen is displayed.



Note: If an employee's SSN was entered at the SSNO prompt on the Agency Tracking Menu, it is automatically displayed.

```
RM04050M                                NATIONAL FINANCE CENTER
                                         RETIREMENT PROCESSING SYSTEM -- RETM
                                         PRINT SCREEN

                                         PRINT INFORMATION
JOB CHARACTER: A                        SYSTEM OUTPUT CLASS: A
DELIVERY INFO:                        REMOTE PRINTER ID:

SSNO      SSNO      SSNO      SSNO
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000
000000000 000000000 000000000 000000000

CLEAR=EXIT PF1=MENU PF6=SUBMIT
```

Figure 12: Print Screen

3. Complete or edit the fields as follows:

**Job Character** (see "**Job Character Field Description**" on page 25)

**System Output Class** (see "**System Output Class Field Description**" on page 27)

**Delivery Info** (see "**Delivery Info Field Instruction**" on page 24)

**Remote Printer ID** (see "**Remote Printer ID Field Instruction**" on page 26)

**SSNO** (see "**SSNO Field Instruction**" on page 27)

4. Press **PF6** to submit the job. The message *JOB NFXXA Submitted* is displayed. All of the SSNO data fields are cleared, and zeros are displayed in preparation of additional entries.
5. Press the applicable key as displayed at the bottom of the screen, if no other entries are required.



## Reports

Reports is the fourth option on the Agency Tracking Menu. This option is used to request any one of three RETM reports. The three reports are:

- The Department Summary Report (**Exhibit 2 (see "Sample of Department Summary Report (Exhibit 2)" on page 31)**) lists, by Department and Agency, the number of processing days between the separation date and the date NFC submitted the application to OPM. This report provides information on annuities, refunds, and deaths.
- The Agency/Bureau Summary Report (**Exhibit 3 (see "Sample of Agency/Bureau Summary Report (Exhibit 3)" on page 31)**) lists, by Agency (including serviced Agencies), the number of processing days between the separation date and the date NFC submitted the application to OPM. This report provides information on annuities, refunds, and deaths.
- The Personnel Office Identifier (POI) Summary Report (**Exhibit 4 (see "Sample of Personnel Office Identifier (POI) Summary Report (Exhibit 4)" on page 32)**) lists the separated individuals name within the POI and the number of processing days between the separation date and the date submitted to OPM.

### To Generate Reports:

1. Type **R** at the Action Code prompt.
2. Press the **Enter** key. The Report Generation screen is displayed.



RM04100M	U S D A, O F M, NATIONAL FINANCE CENTER		Current Date
REPORT GENERATION SCREEN			
DEPARTMENT:	AGENCY/BUREAU:	POI:	
TIME PERIOD 000000		TO 000000	
1. DEPARTMENT SUMMARY REPORT			
2. AGENCY/BUREAU SUMMARY REPORT			
3. POI SUMMARY REPORT			
SELECT REPORT NO.			
DELIVERY INFORMATION:		NUMBER OF COPIES: 1	
SYSTEM OUTPUT CLASS : C		REMOTE PRINTER ID:	
CLEAR=EXIT PF1=MENU PF5=HELP ENTER=SUBMIT JOB			

Figure 13: Report Generation Screen

3. Complete the fields as follows:

**Department** (see "**Department Field Instruction**" on page 25)

**Agency/Bureau** (see "**Agency/Bureau Field Instruction**" on page 24)

**POI** (see "**POI Field Instruction**" on page 26)

**Time Period** (see "**Time Period Field Instruction**" on page 27)

**To** (see "**To Field Instruction**" on page 27)

**Select Report No.** (see "**Select Report No. Field Instruction**" on page 27)

**Delivery Information** (see "**Delivery Information Field Instruction**" on page 24)

**Remote Printer ID** (see "**Remote Printer ID Field Instruction**" on page 26)

**System Output Class** (see "**System Output Class Field Description**" on page 27)

**Number of Copies** (see "**Number of Copies Field Instruction**" on page 26)

4. Press the **Enter** key. The message *Job Submitted* is displayed.
5. To request additional reports, type the new data over the existing data.



6. Press the **Enter** key.

If no other entries are required, press the application key as displayed.

```
RM04101M          U S D A . O F M . NATIONAL FINANCE CENTER          XX/XX/XX
                   REPORT GENERATION HELP SCREEN

DEPARTMENT - ENTER YOUR TWO POSITION DEPARTMENT CODE
AGENCY/BUREAU - ENTER YOUR TWO POSITION AGENCY/BUREAU CODE
POI - ENTER 4 DIGIT PERSONNEL OFFICE IDENTIFIER CODE
TIME PERIOD - ENTER THE BEGINNING AND ENDING DATES OF THE TIME PERIOD
               THAT YOU WISH THE REPORT TO COVER. DATES MUST BE IN MMDDYY
               FORMAT.
SELECT REPORT NO. - ENTER 1, 2 OR 3 BASED ON WHICH REPORT YOU WANT PRINTED.
                   1 - SUMMARY LIST BY DEPARTMENT THE NUMBER OF PROCESSING DAYS
                   2 - SUMMARY LIST BY AGENCY THE NUMBER OF PROCESSING DAYS
                   3 - SSNO LISTING OF EACH ACTION PROCESSED WITHIN A SPECIFIC POI
DELIVERY INFORMATION - ENTER IDENTIFYING INFORMATION NEEDED TO DELIVER REPORT
                       TO YOUR LOCATION.
REMOTE PRINTER ID - ENTER YOUR REMOTE PRINTER ID.
SYSTEM OUTPUT CLASS - ENTER A IF REPORT SHOULD BE PRINTED AUTOMATICALLY. IF
                       YOU DESIRE TO VIEW REPORT FIRST REFER TO TITLE VI,
                       SYSTEMS ACCESS MANUAL, CHAPTER 2, SECTION 2.
NUMBER OF COPIES - ENTER NUMBER OF COPIES DESIRED. MAXIMUM IS 9.

CLEAR=EXIT          PF5=PREVIOUS SCREEN
```

Figure 14: Report Generation Help Screen

For more information see:

Reporting Through FOCUS.....21

## Reporting Through FOCUS

RETM is defined to the FOCUS Reporting System.

To retrieve RETM data within the FOCUS Reporting System, on the Payroll/Personnel Database Menu, select the option for the Retirement Processing System (RETM).

In the FOCUS Reporting System for RETM, two files are available:

- RETCLAIM contains tracking information, including information reflected on the Agency application tracking screen.
- RETMASTER contains information reflected on the Individual Retirement Record.







## Field Instructions

This section contains the descriptions and instructions for the fields in the Retirement Processing System.

This section includes the following topics:

Action Code Field Instruction.....	23
Agency/Bureau Field Instruction.....	24
Agency/POI Field Description .....	24
Date Application Received Personnel Field Instruction.....	24
Date Application Sent To NFC Field Instruction .....	24
Delivery Info Field Instruction .....	24
Delivery Information Field Instruction .....	24
Department Field Instruction.....	25
Enter Application Name Field Instruction .....	25
Enter User ID Field Instruction .....	25
Job Character Field Description.....	25
Name Field Description.....	25
Nature of Action Field Description.....	25
New Password? Field Instruction .....	26
Number of Copies Field Instruction .....	26
Password Field Instruction.....	26
POI Field Instruction.....	26
Remote Printer ID Field Instruction.....	26
Retirement Coverage Code Field Description.....	26
Select Report No. Field Instruction .....	27
Select Type Application Field Instruction .....	27
Separation Date Field Description .....	27
SSNO Field Instruction.....	27
System Output Class Field Description.....	27
Time Period Field Instruction .....	27
To Field Instruction .....	27

## Action Code Field Instruction

### Action Code

*Required, alpha, 1 position*

Type the appropriate code: **U**, **I**, **P**, or **R**.



## Agency/Bureau Field Instruction

### Agency/Bureau

*Required, alpha, 2 positions*

Type the Agency or Bureau code.

## Agency/POI Field Description

### Agency/POI

*System generated*

Displays the Agency/POI of the employee.

## Date Application Received Personnel Field Instruction

### Date Application Received Personnel

*Required, numeric, 6 positions*

Type the date the Agency personnel office received the employee's application in the month/day/year sequence.

## Date Application Sent To NFC Field Instruction

### Date Application Sent To NFC

*Required, numeric, 6 positions*

Type the date the Agency personnel office sent the employee's application to NFC in month/day/year sequence.

## Delivery Info Field Instruction

### Delivery Info

*Required, alphanumeric, 20 positions maximum*

Type information to designate where the output job should be delivered (e.g., John Doe, Room 125).

## Delivery Information Field Instruction

### Delivery Information

*Required, alphanumeric, 20 positions*

Type information to designate where the generated report should be delivered (e.g., John Doe, Room 125).



## Department Field Instruction

### Department

*Required, alpha, 2 positions*

Type the Department code.

## Enter Application Name Field Instruction

### Enter Application Name

Type the application acronym and press **Enter** to go directly to that system.

**OR**

Leave the field blank and press **Enter** to go directly to the CL/SUPERSESSION.

## Enter User ID Field Instruction

### Enter User ID

Type your assigned user identification (ID) (i.e., NF0999). Press **Tab**.

## Job Character Field Description

### Optional, alpha, 1 position

**A** is system generated and added to the job name to assist in identifying the printout. Another alpha character (A-Z), however, can be keyed in over **A**.

## Name Field Description

### Name

*System generated*

Displays the name of the employee.

## Nature of Action Field Description

### Nature of Action

*System generated*

Displays the Nature of Action code after the separation personnel action is entered into the EPIC Web, EmpowHR, or FESI Systems and applied to the Payroll/Personnel System database.



## New Password? Field Instruction

### New Password?

Displays system-generated "N."

If you are not changing your password, press **Tab**. If you are changing your password, enter **Y**. Then complete the steps for changing your password as described under Changing Your Password.

## Number of Copies Field Instruction

### Number of Copies

*Required, numeric, 1 position*

Type the number of copies desired.

## Password Field Instruction

### Password Field Instruction

Type your password. (Your password is not displayed on the screen.) Press **Tab**.

---

Note: You may press **Enter** (instead of **Tab**) after typing your password to go directly to the CL/SUPERSESSION Main Menu screen.

---

## POI Field Instruction

### POI

*Optional for Report Nos. 1 and 2, required for Report No. 3, numeric, four positions*

Type the personnel identifier code.

## Remote Printer ID Field Instruction

### Remote Printer ID

*Required, alphanumeric, 16 positions maximum*

Type the number of the printer designated to print the IRR.

## Retirement Coverage Code Field Description

### Retirement Coverage Code

*System generated*

Displays the employee's Retirement Coverage code.



## Select Report No. Field Instruction

### Select Report No.

*Required, numeric, 1 position*

Type the desired report number.

## Select Type Application Field Instruction

### Select Type Application

*Required, numeric, two positions*

Type the appropriate type of application being filed, using the list on the screen.

## Separation Date Field Description

### Separation Date

*System generated*

Displays the separation date of the employee after the separation personnel action is entered into the EPIC Web, EmpowHR, or FESI Systems and applied to the Payroll/Personnel System database.

## SSNO Field Instruction

### SSNO

*Required, numeric, nine positions*

Employee's Social Security number (SSN).

## System Output Class Field Description

### System Output Class Field Description

C is system generated to designate a request for a printed copy.

## Time Period Field Instruction

### Time Period

*Required, numeric, six positions*

Type the beginning date of the report in mmddyy format.

## To Field Instruction

To



*Required, numeric, six positions*

Type the ending date of the report in mmddyy format.



## Exhibits

This section includes the following topics:

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<b>RETM Edit Messages (Exhibit 5) .....</b>	<b>32</b>

**Sample of Individual Retirement Record SF 3100 (Paper Version) (Exhibit 1)**

CARD 1 ***INQUIRY - SF3100***									
NAME: LAST	FIRST	MIDDLE	DOB	SSNO	AGCY	PAY OFC	LOCATION	PAY OFC NO	
DOE	JOHN	T	01 02 35	123 45 6789	USDA	NFC	N.O. LA.	12-40-0001	
XX-XXXX									
SERVICE HISTORY									
FISCAL RECORD									
EFFECT DATE	ACTION	BASE PAY	REMARKS	YEAR	CAL SAL	YR DED	ACCUM SAL	DED	REMARKS
3/29/87	TRANS CAREER	18358.00	GS-07	1987	159.41		159.41		DED. BEGAN
4/12/87	REASSIGNMENT	18358.00	GS-07	1988	.00		159.41		3/29/87
4/12/87	PAY ADJ	18970.00	GS-07	1989	.00		159.41		SCD 01/05/85
4/12/87	CORRECTION	18970.00	GS-07	1990	.00		159.41		PAY CEASED
	PAY ADJ			1991	.00		159.41		0/00/00
10/25/87	REASSIGNMENT	18358.00	GS-07						NO UNUSED
11/08/87	CHG IN SCD	18358.00	GS-07						S/L BALANCE
11/21/87	TERM-APT IN	18358.00	GS-07						DEDUCTIONS AND SERVICE CERTIFIED CORRECT





## Sample of Department Summary Report (Exhibit 2)

DEPARTMENT SUMMARY REPORT RETIREMENT PROCESSING FOR PERIOD				
XX XX XX THROUGH XX XX XX (DEPARTMENT WIDE)				PAGE 1
NUMBER OF DAYS BETWEEN SEPARATION DATE AND SUBMISSION TO OPM, BOYERS				
	0 - 28	29 - 58	OVER 58	TOTAL
AMS (02)	11	2	0	13
ANNUITIES	11	0	0	11
REFUNDS	0	1	0	1
DEATHS	0	1	0	1
ARS (03)	26	2	0	28
ANNUITIES	25	0	0	25
REFUNDS	0	1	0	1
DEATHS	1	1	0	2
ASCS (05)	9	1	0	10
ANNUITIES	9	0	0	9
REFUNDS	0	0	0	0
DEATHS	0	1	0	1
FMHA (07)	32	0	0	32
ANNUITIES	24	0	0	24
REFUNDS	4	0	0	4
DEATHS	4	0	0	4

## Sample of Agency/Bureau Summary Report (Exhibit 3)

AGENCY/BUREAU SUMMARY REPORT RETIREMENT PROCESSING FOR PERIOD				
XX XX XX THROUGH XX XX XX (AGENCY WIDE)				PAGE 1
NUMBER OF DAYS BETWEEN SEPARATION DATE AND SUBMISSION TO OPM, BOYERS				
	0 - 28	29 - 58	OVER 58	TOTAL
5026	3	0	0	3
ANNUITIES	2	0	0	2
REFUNDS	1	0	0	1
DEATHS	0	0	0	0
5027	1	0	0	1
ANNUITIES	1	0	0	1
REFUNDS	0	0	0	0
DEATHS	0	0	0	0
5029	1	0	0	1
ANNUITIES	1	0	0	1
REFUNDS	0	0	0	0
DEATHS	0	0	0	0



## Sample of Personnel Office Identifier (POI) Summary Report (Exhibit 4)

POI SUMMARY REPORT				
RETIREMENT PROCESSING FOR PERIOD				PAGE 1
XX XX XX THROUGH XX XX XX (POI 1531)				
				NO. OF DAYS
EMPLOYEE NAME	AG	SOC. SEC. NO.	TYPE APPLICATION	BETWEEN SEP. AND SUB. TO OPM
DOE, JANE	52	000112222	02	19
DOE, JOHN	53	000223333	06	19
SMITH, JANE	54	000334444	04	13

## RETM Edit Messages (Exhibit 5)

### Message

Agency Code Must Be Entered

Bad Find on Claimant Record

Bad Obtain on Forms - Rcd

Control - Error on Table Search

Database Exception for Tables

Date Appl Mailed NFC is a Required Field

Date Appl Recd Personnel Must Be a Valid Date

Date Sent to NFC Must Be Later Than or Equal to Date Received Personnel

Department Code And Agency Code Do Not Agree

Dup Rec Exhausted

Employee Last Name Cannot Be Spaces

End Date Must Be MM/DD/YY Format

Enter SSNO for Next Request



Invalid Agency Code Entered

Invalid Key - Validate Agcy Code/POI

Job Submitted

Key in New SSNO, Press Enter

Modify Allowed on "Date Appl/Rcvd Per" & "Date Appl/Sent to NFC" After Init Input

Modify not Allowed, Claim has Been Processed and Forwarded to OPM

Modify not Allowed, Type Application of "5", "9", and "11" are for NFC Use Only

Must Enter Delivery Information

Must Enter Job Character

Must Enter Remote Printer ID

Must Enter System Output Class

Must Press PF2 to Refresh Screen, Then PF3 to Store a New Tracking Record

Pers Off Ident Must Be Numeric

Please Enter an Agency Code

Press PF3 to Store New Tracking Record

Problem With Accessing Tracking Record - Contact Information Center - NFC

Problem With Transfer Back to Main Menu

Record Inactive - Error on Table Search

Report No. Must Be 1, 2, or 3

Retirement Tracking Record Modified

Retirement Tracking Record Stored

Start Date Must Be MM/DD/YY Format

SSNO Must Be all Numeric

SSNO not Within Your Security Access

SSNO Required



POI is a Required Numeric Field

Table Error - Request not Complete

There are More Than 12 Forms Missing for This SSNO - Only 12 Displayed on Screen

Tracking Record Does not Exist for This SSNO

Unable to Modify, NOA and EFF Date Duplicate

Unable to Modify Retirement Tracking Record

Unable to Obtain Claimant Record

Unable to Obtain Current Tracking Record

Unable to Store, Record Exists With the Same Separation Date and Nature of Action

Unable to Store Retirement Tracking Record

Valid Values for Employee Name are Letters A Thru Z (i.e., Commas not Allowed)

Valid Values for System Output Class are A and X

Valid Values for Type Application are 1 2, 3, 4, 6, 7, 8, or 10

Valid Values for Type Retirement Coverage are "F" and "C"

Validate Selection or Action Code



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